

Secretary of Council of the ICCA Consortium

Terms of Reference

(01 April 2021¹)

The General Assembly of the ICCA Consortium is the supreme governing body of our global association, and the Council represents the General Assembly at any time in the inter-sessional period. The Secretary of the Council is an elected, voluntary position that plays a key role in ensuring its functioning while informing and supporting Councillors and fostering clarity in the Council's overall governance vision. The key functions of the Secretary of Council are as follows:

- Representing the Consortium and promoting its mission at all levels necessary.
- As *ex-officio* member of the Executive Committee (ExCo), and in close collaboration with the President, Vice-President, Treasurer and Chairs of standing Committees of Council, anticipating, accompanying and supporting all major institutional developments and changes affecting the ICCA Consortium (e.g., regarding strategy, leadership, fundraising, areas of operation, etc.).
- In close collaboration with the President (as Chair of Council) and the Vice-President, ensuring the functioning of all governance processes of the Council, including setting the agendas of the Council meetings, ensuring that there is adequate support for the participation of Spanish- and French-speaking Council members, proposing and clarifying the decisions of the Council, disseminating decisions and minutes, following up on key commitments and timelines, and ensuring effective communication between the Council, Secretariat and membership at large. The Secretariat will provide support with organising, running and reporting on Council meetings.
- Engaging with and contributing to the initiatives of any ICCA Consortium thematic area of work or Working Group.
- Ensuring that all Council decisions are in line with the ICCA Consortium Statutes and subsidiary policies and procedures and that they respect the decisions of the General Assembly.
- In collaboration with the Secretariat, convening the ICCA Consortium General Assemblies in accordance with the Statutes, timely sharing of their proposed agendas, overseeing their operations, and ensuring timely production and diffusion of minutes by the Secretariat.
- Being available to attend electronically or in person:
 - Executive Committee meetings as convened;
 - Council meetings at least twice a year;
 - General Assemblies and Extraordinary General Assemblies as convened;
 - Where possible, regional meetings that include Council members, Regional Coordinators/Coordination Teams and others from the Secretariat, Members and Honorary members as appropriate.

The Secretary of Council of the ICCA Consortium is elected by the General Assembly for a period of three years, renewable for a maximum of two times (i.e., for a maximum total of three terms). The position is honorary (unpaid).

A member of the Council who, for any reason, is unable to fulfil his/her responsibility shall renounce her/his mandate voluntarily and/or upon request by the President, after hearing the advice of the

¹ These Terms of Reference are subject to changes required to harmonise with the proposed new Governance Procedures, which will be tabled for adoption by the 17th General Assembly in June 2021, if they are adopted.

rest of the Council.

If a member of Council is not able to communicate via email and cannot attend the electronic Council meetings during an entire year or between General Assemblies (whichever comes first), an automatic procedure to elect a replacement will take effect ahead of the next General Assembly.

Desirable characteristics:

The position of Secretary of Council needs to be filled by an individual with known concern for and commitment to ICCAs—territories of life and the ICCA Consortium mission, vision and strategic approach. Ideally, the person is an active Honorary member and/or affiliated with an active Member of the ICCA Consortium. The position would greatly benefit from prior experience in the Council, although this is not a requirement. Knowledge of two or more of the working languages of the ICCA Consortium (English, Spanish and French) is particularly valuable.

Members of Indigenous peoples and local communities, women and gender minorities are keenly encouraged to accept nominations.

Nomination and election process:

Nominations for the position of Secretary of Council can be made by a minimum of two existing ICCA Consortium Members in good standing and/or two members of the existing Council and/or a Member in good standing and a member of Council. The nominations must take place by formal communication to the ICCA Consortium Programme Manager (sarah@iccaconsortium.org) at least two weeks before the foreseen date of the General Assembly and shall be accompanied by a brief CV of the proposed individual (1500 characters, including spaces) stressing ICCA-related experience and commitment. Nominators are not disclosed.

Nomination must include confirmation of the nominee's acceptance to serve in the role of Secretary of Council on an honorary basis, exercise goodwill and due diligence and take into due consideration the advice of the ICCA Consortium Council, Council of Elders, Ombudsperson and other trusted advisors as appropriate.

The ICCA Consortium Secretariat uploads the nominations to the ICCA Consortium website and diffuses them via the ICCA Consortium mailing list as soon as possible after receiving them.

The Secretary of Council position is elected by the General Assembly by consensus, which implies a thorough and open discussion of candidates both with them and in their presence, and without them being physically present. In cases when consensus proves impossible, the Council of Elders is invited to bring the Members to an agreement. Only in extreme situations to eliminate a serious impasse in the work of the ICCA Consortium, the Secretary of Council can be elected by a simple majority of all Members in good standing voting at the General Assembly. In case of even votes, the chair of the General Assembly breaks the impasse.